

## SECTION 4: FORMS AND REPORTS

### TRANSACTION TYPE SELECTION:

**Main Menu**

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dotdmr processing on behalf of TEST EMV FLEET – F049

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This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

☐ Create Fleet

☐ Maintain Fleet

☒ Forms and reports

☐ Bank account information

**Navigation tip:** To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**

**Note:** This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

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Select **Forms and reports**. Click **Next**

**Forms and Reports:** Select to perform various tasks.

- Completed applications - enter dates to view a report of renewals completed via eMV Fleet.
- Order stickers - select to order stickers for fleet vehicles you renew via eMV Fleet.
- DMV general forms page – a link to various DMV forms on the DMV website.
- eMV Fleet Home Page – a link to the information page for eMV Fleet on DMV's website.
- eMV Fleet Application Form – a link for access to a PDF of the eMV Fleet application form.
- eMV Fleet User Manual – a link to access the eMV Fleet User Manual

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☐ Completed applications

Start date  (MM/DD/YYYY)

End date  (MM/DD/YYYY)

☐ Order Replacement Stickers

- [DMV general forms page](#)
- [e-MV Fleet Home Page](#)
- [e-MV Fleet Application Form](#)
- [e-MV Fleet User Manual](#)

Next

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## Completed Applications

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☒ Completed applications

Start date  (MM/DD/YYYY)

End date  (MM/DD/YYYY)

☐ Order Replacement Stickers

- [DMV general forms page](#)
- [e-MV Fleet Home Page](#)
- [e-MV Fleet Application Form](#)
- [e-MV Fleet User Manual](#)

Next


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Enter the date range to retrieve a report transactions during that time period. If no Start/End dates are entered, the report will be for the current day's transactions.

Select **Next** or Return to Menu.

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Click to view report



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The system displays an Adobe PDF button. Click on Adobe PDF box to view report.

**COMPLETED APPLICATION LOG FOR TEST EMV FLEET**  
For Period: 01/15/2012 to 02/15/2012

Reference #	Completed	Fees	Settlement Date
53981120191	01/19/2012	282.00	02/09/2012
86465120329	02/01/2012	475.00	02/09/2012
74667120324	02/01/2012	75.00	02/09/2012
86531120337	02/02/2012	95.00	02/09/2012
37277120337	02/02/2012	477.00	02/09/2012

**TOTAL FEES PAID: \$1,404.00**

The Completed Application report will show reference number, date transactions completed, total fees collected that day, and ACH account settlement date. One calendar day's transactions are debited from the ACH account as a combined total.

Call the Agent Partnership Unit at 608-266-3566 for questions relating to the completed applications report. The reference number will be needed in order for them to assist you.

## Order Replacement Stickers

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☐ Completed applications

Start date  (MM/DD/YYYY)

End date  (MM/DD/YYYY)

☒ Order Replacement Stickers

- [DMV general forms page](#)
- [e-MV Fleet Home Page](#)
- [e-MV Fleet Application Form](#)
- [e-MV Fleet User Manual](#)

Select **Order Replacement Stickers**. Click **Next**.

## Replacement Stickers

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Please do not order excessstickers. Only order stickers to match the vehicles you anticipate renewing via eMV Fleet.

Contact Name	<input type="text" value="Debbie Agent"/>
Contact Number	<input type="text" value="608"/> - <input type="text" value="266"/> - <input type="text" value="1425"/>
Email Address	<input type="text" value="debbie.agent@dot.wi.gov"/>
Retype Email Address	<input type="text" value="debbie.agent@dot.wi.gov"/>
Annual	#
2012	<input type="text" value="100"/>
2013	<input type="text" value="100"/>
2014	<input type="text" value="100"/>
Quarterly	#
Feb 2012	<input type="text"/>
Mar 2012	<input type="text" value="50"/>
Apr 2012	<input type="text"/>
May 2012	<input type="text"/>
Jun 2012	<input type="text" value="50"/>
Jul 2012	<input type="text"/>
Aug 2012	<input type="text"/>
Sep 2012	<input type="text" value="50"/>
Oct 2012	<input type="text"/>
Nov 2012	<input type="text"/>
Dec 2012	<input type="text" value="50"/>
Jan 2013	<input type="text"/>
Feb 2013	<input type="text"/>
Mar 2013	<input type="text"/>
Apr 2013	<input type="text"/>
May 2013	<input type="text"/>

(Maximum characters: 200)

Comments

[Finalize Order](#)

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Enter amount of stickers to order. Only order the amount of stickers you anticipate will be needed for a 12 month period. Select **Finalize Order**.

## Replacement Stickers Confirmation

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**You may wish to print this confirmation page for your records**

Contact Name: Debbie Agent  
Contact Number: 6082661425  
Email Address: debbie.agent@dot.wi.gov  
Comments:

Number of Annual Stickers Ordered:

100 for 2012

100 for 2013

100 for 2014

Number of Quarterly Stickers Ordered:

50 for Mar 2012

50 for Jun 2012

50 for Sep 2012

50 for Dec 2012

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Receive confirmation of sticker order.

**Return to Menu** to return to main menu and continue processing or log off.